

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
DIVISION OF PAROLE AND PROBATION

EMPLOYEE CONTACT WITH OFFENDERS AND INMATES

This form is to be completed and forwarded through the chain of command by any employee requesting personal contact between him/herself and an inmate or an offender under supervision. Final approval for these contacts must be given by the Director or a designee of the Director. An employee of the Division who is related to an offender or inmate by blood or marriage may not engage in any communication (including letters and visits) with the offender/inmate without written approval from the employee's appointing authority or designee and the appointing authority or designee of the facility where the relative is incarcerated.

The Standards of Conduct clearly define the guidelines and limitations of contact with this population:

- An employee may not visit/reside with an offender, their relatives or known friends except on official Agency business without prior written approval from the appointing authority.
- An employee may not contact or visit inmates at a correctional facility for any purpose other than official Agency business, unless that inmate is a relative. If this is the case, the request shall be approved by the employee's appointing authority as well as the managing authority of the institution.

I, _____ hereby request permission to establish contact/visit with

_____ (Name and DOC/DPP Number)

whose current address is _____

Relationship and purpose of contact: _____

I _____ hereby notify DPP that my (list relationship and full name)

_____ who is currently under the supervision of DPP for (list offense) _____

resides with me at

(list home address) _____

Employee's Signature: _____ Date: _____

Required Signatures:

☐ **Approved**
☐ **Disapproved**

Comments: _____

Immediate Supervisor: _____

☐ **Approved**
☐ **Disapproved**

Comments: _____

Program/Regional
Administrator: _____

☐ **Approved**
☐ **Disapproved**

Comments: _____

Director: _____

